

Minimum Qualification Specification
for the Class:

FOREIGN-TRADE ZONE ADMINISTRATOR
(FOREIGN-TRADE ZONE ADMR)

Basic Education/Experience Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Experience Requirements section, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must possess experience of the kind, quality, and in the amounts indicated below, or any equivalent combination of training and experience.

General Experience: Three and one-half (3-1/2) years of professional experience in one or a combination of the following:

- A. Responsible business or public administration experience which involved extensive public contact; or
- B. Responsible public relations or public information work which involved establishing and maintaining effective relations with public information and communications media and planning, organizing and conducting a program to disseminate information of an organization's activities.

Specialized Experience: One (1) year of professional experience involving international finance, industrial development, business management or other fields related to foreign trade or commerce. The experience must have demonstrated

knowledge of domestic and international business practices, import-export commodity trends, customs and shipping requirements, or other information pertinent to the purchase, receipt, transfer, storage, clearance and/or sale of goods and commodities originating in and/or destined to foreign countries.

Administrative Experience: One (1) year of administrative experience which involved active participation in, and major responsibility for the development, management, execution and coordination of policies and programs.

Substitutions Allowed

1. A master's degree in business administration, public administration, economics, journalism or related field may be substituted for one (1) year of General Experience.
2. A master's degree in foreign trade, international finance or other field of study related to international commerce may be substituted for one (1) year of Specialized Experience.
3. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class FOREIGN TRADE ZONE ADMINISTRATOR which were approved on October 4, 2013.

DATE APPROVED: 1/4/16

Lisa M. Y. Jodega
for JAMES K. NISHIMOTO, Director
Department of Human Resources Development

Note: Change in class title from Foreign Trade Zone Administrator to FOREIGN-TRADE ZONE ADMINISTRATOR effective January 4, 2016